



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 10/30/15 Closing Date: 11/13/15

Position Title: Store Manager

Department: Eagle Feather Trading Post #1

Work Schedule: Varies

Wage Rate: \$22.29/HR/ Paid Bi-Weekly/ Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Store Manager

WORKSITE: Eagle Feather Trading Post #1
31071 Hwy. 190
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Store Manager is responsible for day-to-day operations, ordering, scheduling, training, supervising employees, profits, controllable expenses, labor, inventory, cash, and shortages and operates a profitable, clean, well- merchandised store. They must determine stock needs, interact positively with vendors and customers, monitor receiving goods, maintain inventory and minimize waste and pilferage. The Store Manager must train, schedule and supervise store personnel to provide high quality customer service and represent the Tule River Indian Tribe of California in a professional manner in all dealings with employees, vendors and customers.

QUALIFICATIONS:

1. High school diploma or GED
 2. 1-2 years related work experience. Experience in retail, convenience, restaurant or petroleum, preferred.
 3. Prior retail management experience required.
 4. Advanced knowledge of retail operations, practices and procedures.
 5. Mathematical skills
 6. Operate various office equipment, personal computer, facsimile, and copy machine.
 7. Strong oral, written and interpersonal communication skills
 8. Ability to read, analyze, and interpret documents, such as procedure manuals, reports, and correspondence.
 9. Ability to develop and administer as expense budget for a single profit center.
 10. Ability to provide a high level of customer service by answering questions, providing accurate information, and responding to requests on a timely basis.
 11. Able to lift 50lbs.
 12. Must have a valid California Driver's License and be insurable through the Tribe.
 13. Must successfully clear a background check and pass pre-employment drug screening.
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DUTIES & RESPONSIBILITIES:

1. Supervises all areas of day-to-day operations of the store and is on call as needed.
2. Ensures all customers receive the highest level of customer service including greeting, suggestive selling, and processing reimbursements, while maintaining the highest degree of professionalism.
3. Hires trains and develops store employees to maximize their potential for growth within the company.

Approved by TRTC: 03/26/2013

4. Evaluates employees on a monthly and annual basis keeping consistent with company evaluation guidelines.
 5. Ensures shifts are fully staffed, filling in for absent employees when necessary.
 6. Direct merchandise and promotional activities to increase revenues.
 7. Increases sales by ensuring employees comply with suggestive selling program.
 8. Meets or exceeds budgetary goals, guidelines and objective
 9. Ensures store employees are enforcing all company standards, policies and guidelines, in addition to all state and local laws concerning the sale of tobacco, tobacco products and alcohol.
 10. Composes and types routine correspondence.
 11. Organizes and maintains file system, and files correspondence and other records.
 12. Conducts research, compiles, and types statistical reports.
 13. Makes copies of correspondence or other printed materials.
 14. Prepares outgoing mail and correspondence, including e-mail and faxes.
 15. Orders and maintains supplies, and arranges for equipment maintenance.
 16. Prepares billing documents.
 17. Provide weekly or monthly reports.
 18. Attend manager meetings and trainings.
 19. All other duties assigned.
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PHYSICAL REQUIREMENTS:

While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls. Occasionally required to climb or balance and stoop, kneel, crouch, or crawl. Must be able to operate in mentally and physically stressful situations. Environment is of high humidity with extreme temperatures when in kitchen. Must be able to lift and carry up to 50 pounds. Must be able to work in a fast paced environment. Noise level is low to moderate when in kitchen. Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to:	TREDC Chief Executive Officer
Supervises:	Staff
Hours:	Varies
Salary:	Pay Range 22: \$22.29-\$28.45/ Hr. Bi-Weekly/Non- Overtime Eligible
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K Participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT